



**SOPHIA COLLEGE FOR WOMEN**  
CONVENT OF THE SACRED HEART  
BHULABHAI DESAI ROAD, MUMBAI-400 026.  
Tel. : 23523304, 23512642



# Sophia College for Women

**RIGHT TO INFORMATION ACT, 2005  
MANUAL u/s 4(1) (B) OF ACT**

**Address: Bhulabhai Desai Road, Mumbai 400026.  
[www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)**

-1-



## **SOPHIA COLLEGE FOR WOMEN, UNDER THE RIGHT TO INFORMATION ACT**

### **I. Particulars of Sophia College for Women, Functions and Duties:**

- 1) Name of the Office : Sophia College for Women
- 2) Address : Bhulabhai Desai Road, Mumbai 400026.
- 3) Head of the Office : The Principal, Sophia College for Women, is empowered to work as head of the office and of the institution
- 4) Government Dept. : The Higher and Technical Education Department, Government of Maharashtra
- 5) Administrative Dept: The Joint Director of Higher Education, Government of Maharashtra
- 6) Area : Greater Mumbai
- 7) Functions : As laid down below

### **Organization, Functions and Duties:**

The Principal of the College is the Administrative and Academic Head of Sophia College for Women and he exercises control and supervision over all aspects of admission, teaching and conduct of internal and University examinations, with the assistance of the teaching, clerical or administrative and other staff under his control. There are:

1. Associate Professors
2. Assistant Professors
3. Part-time Assistant Professors
4. Librarian
5. Registrar
6. Office Superintendent
7. Lower Grade Stenographer
8. Assistant Librarian
9. Head Clerk
10. Senior Clerks
11. Junior Clerks
12. Library Clerks
13. Laboratory Assistants
14. Laboratory Attendants
15. Library Attendants
16. Peons

### **II. The Powers & Duties of Officers & Employees**

## **1. Powers of Principal**

Subject to the supervision and general control of the University of Mumbai and the Government of Maharashtra, the Principal as an administrative and academic Head of the College shall be responsible for:

- a) The Academic growth of the College.
- b) The teaching, research and extension programmes of the College.
- c) The assisting in planning and implementation of academic programmes such as seminars etc. for enhancing the academic competence of the Faculty Members.
- d) The admission of the students and maintenance of discipline of the College.
- e) The management of the College library, computer rooms etc.
- f) The observance of the provision of the Accounts Code.
- g) The correspondence relating to the administration of the College.
- h) The administration and supervision of curricular, co-curricular/extra-curricular activities.
- i) The observance of the Maharashtra Universities Act, and the Statutes, Ordinances, Regulations, Rules and other orders issued by the University of Mumbai from time to time, especially as under the Statutes for Autonomy.
- j) The Supervision of College and University examinations, assessment and moderation of answer papers and such other work pertaining to the examinations as assigned.
- k) The Assessing of reports of teachers and maintenance of service books and of other records of the College.
- l) Any other work relating to the College as may be assigned to him by the competent Authority from time to time.

## **2. TEACHERS AND THEIR RESPONSIBILITIES - Teachers are expected to:**

- a. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- b. Manage their private affairs in a manner consistent with the dignity of the profession.
- c. Make professional growth continuous through study and research.
- d. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- e. Maintain active membership of professional organizations and strive to improve education and their profession through them.
- f. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- g. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation; and
- h. Participate in extension, co-curricular and extra-curricular activities including community service.

## **3. TEACHERS AND THE STUDENTS – Teachers are expected to:**

- a. Respect the right and dignity of the student in expressing his / her opinion
- b. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- c. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- d. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- e. Inculcate among students a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace
- f. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- g. Pay attention to only the attainments of the student in the assessment of merit

- h. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- i. Aid students to develop an understanding of our national heritage and national goals and refrain from inciting students against other students, colleagues or administration.

**4. TEACHERS AND COLLEAGUES – Teachers are expected to:**

- a. Treat other members of the profession in the same manner as they themselves wish to be treated.
- b. Speak respectfully of other teachers and render assistance for professional betterment.
- c. Refrain from lodging unsubstantiated and mala fide allegations against colleagues to higher authorities; and
- d. Refrain from allowing considerations<sup>-5-</sup> of caste, creed, religion, race or gender in their professional endeavor.

**5. TEACHERS AND AUTHORITIES - Teachers are expected to:**

- a. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and /or professional organizations for change of any such rule detrimental to the professional interest. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.\
- b. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- c. Co-operate in the formulation of policies of the institution and accept offices.
- d. Co-operate with the authorities for the betterment of the institution keeping in view the interest and in conformity with dignity of the profession.
- e. Perform to the best of their ability in accordance with generally accepted professional standards of the teaching profession, to ensure there is no breach of their contract.
- f. Give and expect due notice before a change of position is made
- g. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable, with prior intimation, keeping in view their particular responsibility for completion of the academic schedule.

## **6. TEACHERS AND NON-TEACHING STAFF:**

- a. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within the institution.

## **7. TEACHERS AND GUARDIANS:**

- a. Try to maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

## **8. TEACHERS AND SOCIETY**

- a. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- b. Work to improve education in the community and strengthen the community's moral and intellectual life.
- c. Be aware of social problems and take part in such activities as are conducive to the progress of society and by extension, the country as a whole.
- d. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## **Duties and Responsibilities assigned to Non-teaching Employees mentioned in the Standard Code 1984 of Maharashtra Government and Maharashtra Civil Service Rules.**

### **1. Registrar (Head of the Non-teaching Staff):**

- a. The Registrar shall regulate the work and conduct of the staff in accordance with the Standard Code 1984 and the Maharashtra Civil Service Rules. It shall be the duty of the Registrar to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he deems fit to regularize and to improve the working of the College.
- b. The Registrar shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
- c. The Registrar shall be the custodian of the records, the common seal and such other property of the College as the Principal may commit to his charge.

- d. The Registrar shall keep the Minutes of all the meetings, and records of such meetings attended by him as ex-officio member-secretary.
- e. The Registrar shall coordinate the work in the College amongst the teaching and non-teaching staff.
- f. The Registrar shall bring to the notice of the Principal any of the acts of the staff or the students, if prejudicial to the College and/or are not in the interest of the Institution/College.
- g. The Registrar shall maintain an enquiry service for students, staff and also for visitors to the College, regarding courses being conducted, examination and admission rules and such other allied matters of importance.
- h. The Registrar shall sign letters issued from the College office of a routine nature.
- i. The Registrar shall watch over the work of the College affiliation, staff recognition and follow procedures for appointments. He shall also watch over the Accounts, Audit assessment work of Maintenance and other Grants and keep a check on Accounts of the College.
- j. The Registrar shall look after the Examination work (College/Board/University) and shall ensure the smooth conduct of the examinations and prepare the necessary work distribution chart in this connection.
- k. The Registrar shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

## **2. Superintendent:**

- a. The Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his subordinates who shall be directly responsible to him with the prior approval of the Registrar.
- b. He shall convene regular meetings of the office staff and laboratory Assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms if any.
- c. He shall issue Memos and reprimands of erring employees. He shall inspect the attendance register of the non-teaching staff and take such action as he may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Registrar/Principal to take disciplinary action, in case the same employee shows no improvement.
- d. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through the Registrar/Principal to Government authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office work, and to entertain complaints, if any, against the staff subordinate to him, in the College.

- e. He shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
- f. He shall be responsible for the work of a highly confidential nature that may be undertaken by his section. He shall be responsible for preserving of the documents, etc. concerning his section.
- g. The Superintendent shall personally look into the court cases concerning the College and obtain orders/instructions from the Registrar/Principal wherever necessary.
- h. The Superintendent shall mark and distribute letters in the name of assistants or to the Heads of the Departments in the College. He shall exercise a check on and follow up of letters received from the Government, University Grant Commission, University, Management etc.
- i. He shall draft notes and deal independently the cases which are of a routine nature. He shall also draft notes essentially with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to the higher authority i.e. Registrar or the Principal and give interim replies.
- j. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the statutory or customary practice and point out rules where they are concerned.
- k. The Superintendent shall be responsible of examination work pertaining to the Degree College in the overall supervision of the Registrar or the Principal.
- l. Any other work assigned to the Superintendent by the Principal or Registrar from time to time.

**3. Accountant:**

- a. The Accountant shall inform periodically on the financial position of the College to the Principal of the College and examine and ensure that the code and financial norms are followed by the section or department. He shall prepare and present budget estimates, with the help of Heads of Departments in the College. Prepare the budget and income and expenditure statements, maintain all accounts and get them audited.
- b. He shall attend to all the Government scrutiny, inspections and audit.
- c. He shall be responsible for the proper implementation of the financial transactions as per rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the finances of the College as per directions of the Registrar and place before the College Finance Committee the financial position of the College such as its receipts, payments Government grants and balance from time to time.
- d. He shall scrutinize all bills of expenditure before recommending payment, and maintain the cash-book, ledger, bank pass-books. He shall watch over the progress of the expenditure and receipt of fees and Government grants in time.



- e. If there is no post of Superintendent in the College or if the Superintendent proceeds on leave the Accountant shall carry out the duties of the Superintendent in addition to his own duties.
- f. The Accountant shall carry out any other work entrusted to him by the Principal or Registrar from time to time.

**4. Head Clerk or Deputy Accountant:**

- a. Head Clerk shall perform the duties as may be assigned to him from time to time, by the Principal, the Registrar or the Superintendent.
- b. He shall be in charge of the unit or section and shall be responsible for its normal and smooth working. He shall assist the Superintendent in the disposal of his duties and shall look after the day to day work in the office of which he is in charge as per the instructions received from the higher authorities from time to time.
- c. He shall ensure and maintain proper co-ordination and follow up with the other departments or section of the College.
- d. He shall be responsible for the smooth, efficient and effective working of the office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- e. He shall train the members of his department and provide guidance to all.
- f. He shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to the Superintendent or the Registrar with clear and specific comments.
- g. He shall keep exhaustive and self-contained notes of important papers passed down and facilitate their movement till final disposal and also consider the proceeding of the work.
- h. He shall exercise constant vigilance on expenditure, quantitative disposal of work, safety of the records, furniture, fittings of the College, regular and orderly behaviour of the staff under him.
- i. He shall attend meetings, issue notice of meetings, prepare agenda and draft minutes of the meetings and take follow up actions.
- j. He shall inspect the racks and tables of assistants working under him and satisfy himself that no paper or files have been overlooked and that there are no old receipts or bills lying un-disposed off.
- k. He shall submit notes or drafts for approval of the authorities through the Superintendent.
- l. He shall attend to audit queries and reply to audit report, and also submit necessary

statement of accounts.

- m. He shall recover grants due from the Government etc. and shall prepare the requirement of furniture, other equipment, stationery etc. with the consultation of the Higher Authority.
- n. He shall be responsible for the examination work of the Junior College unit with overall supervision of the Registrar.
- o. If the post of Accountant does not exist in the College the Head Clerk or Deputy Accountant shall also perform the duties of the Superintendent or the Accountant as the case may be.
- p. He shall attend to any other work assigned to him from time to time by the Higher Authorities.

#### **5. All other non-teaching staff:**

The Principal shall assign duties as per the needs or requirements of the concerned College from time to time in respect of any other non-teaching staff.

#### **6. Librarian:**

The Librarian's post is a teaching post. The Job responsibilities of a Librarian are as follows:

- 1. Planning new services for the Library.
- 2. Making rules for the Library
- 3. Acquisitions and Gift books selection
- 4. Classification
- 5. Catalogue entries – checking & keywords
- 6. Software for Library
- 7. Library Committee
- 8. Correspondence
- 9. Signatory for all bills, correspondence notices.
- 10. HRD special issues
- 11. Maintaining Discipline in Library
- 12. Replacement of Library books lost
- 13. Assigning work to the Library Staff
- 14. Weeding out
- 15. Reference to teachers, students, visitors
- 16. Reports to be submitted to Auditors, UGC/IQAC, Principal
- 17. Library Annual Report
- 18. Library Orientation Lectures & Tours
- 19. Honours in Library Science
- 20. Training Staff

**7. Assistant Librarian:**

The Job responsibilities of an Assistant Librarian are as follows:

- a. Gift Book Processing
- b. Catalogue – Data entry
- c. Library Notices – Drafting, putting up notices on the Library Notice board
- d. Displays
- e. Binding of Books & Journals
- f. Journals – General supervision
- g. Discipline in the Library
- h. Solar System & Panel
- i. Library Clearance
- j. Correspondence – Print & Dispatch
- k. Library Maintenance – Liaison with Administrator
- l. Hardware & Network – Liaison with Knowledge Centre
- m. HRD day to day
- n. Library Statistics
- o. Library Membership
- p. Summer cleaning administration
- q. Weeding out
- r. Reference
- s. Printing of Spine / Book/ Barcode Labels
- t. Library Orientation Tours
- u. Any other work assigned by the Librarian from time to time.

**8. Library Clerks:**

- a. Journal subscription, renewal, receipt of current issues, reminders Journal binding, Journal accessioning & data entry
- b. Display of recent arrivals of books, binding of old books
- c. Plastic binding of new books, printing of Journal Labels
- d. Library Shelf / Stack guides
- e. Library Membership
- f. Printing of Spine / Book / Barcode Labels
- g. Stationery – Purchase & Distribution
- h. Printing of Stationery & circulation
- i. Liaison with Administrator
- j. Liaison with Knowledge Centre
- k. Circulation – overdue books – Phone reminders
- l. Multimedia Management
- m. Assisting Librarian in acquisition work
- n. Typing & Other Assistance to Librarian
- o. Any other work assigned by the Librarian from time to time

**9. Library Attendants:**

- a. Issue / Return of books
- b. Writing statistics of issue / return
- c. Label pasting (Spine, Book & Barcode)
- d. Shelving of Books & dusting
- e. Shelving of Journals
- f. Summer cleaning
- g. Physical Verification of Books
- h. Any other work assigned by the Librarian from time to time

**III. The Procedure followed in decision-making process including channels of supervision and accountability**

All academic and administrative decisions are taken by the Principal in consultation with the Vice-Principals and Academic Council and ratified by the Management Board & Academic Board as far as practicable for smooth functioning of the institution. The Principal is accountable to the University, the State Government and the Governing Body of the College. The decision process as outlined in the University Statutes on Autonomy are followed.

**IV. The norms set for the discharge of functions**

The norms set by the Autonomous College as ratified by the Management Board of the College for the discharge of functions are followed. These norms are displayed on the website of the College and in its handbook as far as they pertain to the students and general public.

**V. The rules, regulations, instructions manuals and records held or used by employers for discharging their functions:**

The Principal and staff working in the College under him are bound by the rules, regulations, orders and circulars issued from time to time by the UGC Department of Higher and Technical Education, Government of Maharashtra, Maharashtra Civil Service Rules and directions issued by the University of Mumbai.

The Following files are kept for the permanent record as per Government of Maharashtra Civil Services Rules.

Sr. No.	Particulars
1.	Salary Register
2.	Dead Stock Register
3.	General Register
4.	Consolidated Annual Results
5.	Admission Forms
6.	College Handbooks

7.	Student Term Books
8.	Cash Book
9.	Book Accession Register
10.	Return Book Register
11.	Daily Reference Book Register
12.	Prof. Issue-Return Book Register
13.	Periodical / Journal Register
14.	Donated Books Accession Register

**VI. A Statement of Categories and documents that are held or under control:**

Sr. No.	Particulars	Period of preservation
1.	Salary Register	30 years
2.	Dead Stock Register	30 years
3.	General Register	30 years
4.	Consolidated Annual Results	30 years
5.	Admission Forms	30 years
6.	College Handbooks	30 years
7.	Student Term Books	30 years
8.	Cash Book	30 years
9.	Book Accession Register	30 years

**VII. The Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation to the formulation of policy or implementation thereof:**

1. A detailed website which includes information of the various courses and programmes conducted by the College are available on the College website [www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com) There is also an email I.D. of the College [admin@sophiacollege.edu.in](mailto:admin@sophiacollege.edu.in) where clarifications on various College educational programmes are responded to.
2. The members of the public can meet the Principal with grievances. The Principal either can act himself or instruct subordinates to solve problems.

**VIII. A Statement of the Boards, Councils, Committees and bodies consisting of two or more persons constituted as its part for the purpose of its advice, and as to whether meetings of those Boards, Councils, Committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:**

For administrative and academic work of College following Boards/Committees are formed as per the Statutes of the University of Mumbai.

1. The Management Board
2. The Academic Board
3. The Finance Board
4. The Examination Committee
5. The Internal Quality Assurance Cell (IQAC)
6. Women's Development Cell
7. Students Placement Committee
8. College Development Committee
9. Planning and Evaluation Committee
10. National Education Policy Committee
11. Vigilance Committee
12. Anti Ragging Committee
13. Grievance Redressal Committee
14. Internal Complaint Committee
15. Sexual Harassment Compliance Committee
16. Caste-based Discrimination Complaints Committee
17. Library Committee
18. Student Welfare Committee
19. College Union Committee
20. Research Advisory Committee

The minutes of meetings of the Statutory Boards, Councils and Committees wherever applicable are maintained by the College. The decisions taken in these meetings are incorporated into the Rules of the College under Autonomy and in other sections and are displayed on the website and in the College handbook.

**IX. Directory of Teaching and Non-Teaching Staff of Sophia College for Women.**

<b>Teaching Staff</b>		
<b>Sr. No.</b>	<b>Name</b>	<b>Designation and Department</b>
1	Smt. A. Tendulkar Patil	Principal - Sociology
2	Smt. A. M. Surti	Assoc Prof – Microbiology
3	Smt. S. Kamat	Assoc Prof – History
4	Smt. S. Mendes	Assoc Prof - Statistics
5	Smt. R. D'Souza	Assoc Prof - Zoology
6	Shri. T. Allis	Assoc Prof - Philosophy
7	Smt. P. Shetty	Assoc Prof - Chemistry
8	Smt. A. Coutinho	Assoc Prof - Education
9	Smt. S. Dubey	Assoc Prof - Economics
10	Smt. R. Dehiya	Assoc Prof – Microbiology
11	Smt. R. Poncha	Assoc Prof - History
12	Smt. S. Kadiru	Assist Prof - Zoology
13	Smt. S. Jadhav	Assoc Prof - Economics
14	Smt. S. Prabhu	Assist Prof - Microbiology

15	Smt. P. D'Souza	Assist Prof - Psychology
16	Smt. J.Vachharajani	Assist Prof - English
17	Smt. S. Shaikh	Assist Prof - Political Sci
18	Smt. P.S. Murthy	Assist Prof - Chemistry
19	Smt. N. S. Yadav	Assist Prof - Economics
20	Smt Sree R. Nair	Assist Prof - Life Sci.
21	Smt. T. P. Asha	Assist Prof - Chemistry
22	Shri. T. C. Roymon Christuraj	Assist Prof - Philosophy
23	Smt. M. Saxena	Assist Prof - Physics
24	Shri. V. Vig	Assist Prof - Microbiology
25	Smt. N. Dev	Assist Prof - English
26	Smt. S. Sinha (Sengupta)	Assist Prof - English
27	Smt. E. S. John	Assist Prof - English

<b>Non-Teaching Staff</b>		
<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>
1	Smt. L. Krishnan	Asst. Lib.
2	Smt. B. Martis	Registrar
3	Shri. S. Fernandes	Office Superintendent
4	Smt. A. Menezes	Head Clerk
5	Smt. D. Lopes	Senior Clerk
6	Smt. L. Fargose	Jr. Clerk
7	Smt. R. J.Gonsalves	Jr. Clerk
8	Smt. S. V. D'Cunha	Jr. Clerk
9	Smt. J. D'Costa	Lib.Clerk
10	Smt. R. M. D'Souza	Lib.Clerk
11	Shri R. Ramane	Lab. Asst
12	Shri Chetan Suresh Lingayat	Lab. Asst
13	Shri R. Yadav	Lab. Asst
14	Shri. A. K. Yadav	Lab. Asst
1	Shri. S. Tambe	Lib. Attend
2	Smt. L. Correia	Lib. Attend
3	Shri. A. G. Mestry	Lib. Attend
4	Smt. S. S. Adarkar	Lib. Attend
5	Shri. R. Dhuri	Lab. Attend
6	Shri M. Lingayat	Lab. Attend
7	Shri P. Lingayat	Lab Attend
8	Shri V. Gurav	Lab Attend
9	Shri M. D. Gurav	Lab Attend
10	Shri R. G. Lanjekar	Lab Attend

11	Shri S. P. Bhuvad	Lab Attend
12	Shri K. N. Rajput	Lab Attend
13	Shri. Sachin A. Khedekar	Lab Attend
14	Shri R. Perumal	Peon
15	Shri V. Bhambarkar	Peon
16	Smt.S.Waghela	Peon
17	Shri M. Kadam	Peon
18	Shri. J. Bhambarkar	Peon
19	Shri. Sanjay A. Khedekar	Peon
20	Shri. M. J. Bhingare	Peon

**The monthly remuneration received by each of the officers and employees including the system of compensation as provided in the regulations.**

<b>Sr. No.</b>	<b>Designation</b>	<b>Pay Scale/ Pay Matrix</b>	<b>Academic Level</b>
1.	Principal	144200 – 218200	14
2.	Associate Professors	131400 – 217100	13A
3.	Assistant Professors	79800 – 211500	12
4.	Assistant Professors	68900 – 205500	11
5.	Assistant Professors	57700 – 182400	10
6.	Registrar	41800 – 132300	S15
7.	Office Superintendent	38600 – 122800	S14
8.	Head Clerk	35400 – 112400	S12
9.	Assistant Librarian	35400 – 112400	S12
10.	Sr. Clerks	255800 – 81100	S8
11.	Jr. Clerks	19900 – 63200	S6
12.	Library Clerks	25500 – 81100	S8
13.	Laboratory Assistants	21700 – 69100	S7



14.	Laboratory Attendants	19900 -63200	S6
15.	Library Attendants	19900 -63200	S6
16.	Peons	18000 – 56900	S5
17.	Peons	16600 – 52400	S3
18.	Peons	15000 – 47600	S1

The budget allocated to each agency, indicating the particulars of all plans proposed, expenditures and reports of disbursements made:

Name of Institution: Sophia College for Women

## BUDGET FOR THE YEAR 2023 - 2024

<b>SENIOR COLLEGE</b>		
<b>SOPHIA COLLEGE BUDGET 2023 - 2024</b>	<b>BUDGET</b>	<b>EXPENDITURE</b>
	<b>Rs</b>	<b>Rs</b>
Salary Grant	109034250.00	109034250.00
Tuition Fee	1366000.00	1366000.00
MSc Registration Fees	20500.00	20500.00
Laboratory Fee	518500.00	518500.00
Library Fee	361000.00	361000.00
Gymkhana Fee	659600.00	659600.00
Other Fees	824500.00	824500.00
Admission Processing	329800.00	329800.00
Utility	824500.00	824500.00
Magazine	164900.00	164900.00
Students' Welfare	100450.00	100450.00
Development	824500.00	824500.00
Vice Chancellors Fund	32980.00	32980.00
Inter University Sports	49470.00	49470.00
Disaster Relief	19500.00	19500.00
E_Charge	32980.00	32980.00
E-Suvidha	82450.00	82450.00
NSS Unit	16490.00	16490.00

Project Fee	231500.00	231500.00
Examination	4966500.00	4966500.00
Convocation	165000.00	165000.00
Group Insurance	65960.00	65960.00
Enrollment	133020.00	133020.00
Salaries & Allowances	110400250.00	110400250.00
CHB/MSc Remuneration	360000.00	360000.00
Audit Fee	89340.00	89340.00
Affiliation Fee	12500.00	12500.00
Building Insurance	72216.00	72216.00
AMC for MIS/Campusby/Digital Duplicator Machine /Exot Elevators/Sigma Computers	800000.00	800000.00
Rent -SHEWI	92643.00	92643.00
Advertisement	25000.00	25000.00
Class IV Employee's Upkeep	35000.00	35000.00
Electricity	862173.00	862173.00
Telephone Charges	122403.00	122403.00
Gymkhana & Co-Curri. Activities	560725.00	560725.00
Examination	4672688.00	4672688.00
Library Books & Periodicals	353520.00	353520.00
Magazine Expenses	150000.00	150000.00
Printing & Stationery	200000.00	200000.00
Office Expenses	159890.00	159890.00
Laboratory Expenses	513000.00	513000.00
Repairs & Maintenance	482039.00	482039.00
Miscellaneous Expenses	59543.00	59543.00
MSc Project Expenses/Computer Expenses	183070.00	183070.00
To MSc Registration Fees	20500.00	20500.00
To Inter University Sports	49470.00	49470.00
To Disaster Relief	19500.00	19500.00
To Vice Chancellors Fund	32980.00	32980.00
To E_Charge	32980.00	32980.00
To E-Suvidha	82450.00	82450.00
To NSS Unit	16490.00	16490.00
To Convocation	165000.00	165000.00

To Group Insurance	65960.00	65960.00
To Enrollment	133020.00	133020.00
<b>TOTAL</b>	<b>120824350.00</b>	<b>120824350.00</b>

<b>BSc IT BUDGET 2023 – 2024</b>		
	<b>RECEIPTS</b>	<b>EXPENDITURE</b>
	<b>Rs</b>	<b>Rs</b>
Tuition Fee	2262000.00	2262000.00
Library Fee	208800.00	208800.00
Gymkhana Fee	69600.00	69600.00
Other	87000.00	87000.00
Admission Processing	34800.00	34800.00
Utility	87000.00	87000.00
Magazine	17400.00	17400.00
Students' Welfare	8700.00	8700.00
Development Fund	87000.00	87000.00
Vice Chancellors Fund	3480.00	3480.00
Computer Practicals	415500.00	415500.00
Laboratory Fee	1218000.00	1218000.00
Inter University Sports	5220.00	5220.00
Disaster Relief	1740.00	1740.00
E_Charge	3480.00	3480.00
NSS Unit	1740.00	1740.00
E-Suvidha	8700.00	8700.00
Examination	391850.00	391850.00
Convocation	11250.00	11250.00
Group Insurance	6960.00	6960.00
Enrollment	14080.00	14080.00
Salaries & Honoraria	3490000.00	3490000.00
Contribution towards Provident Fund	180500.00	180500.00
Audit Fee	11000.00	11000.00
Affiliation Fees	10000.00	10000.00
Repairs & Maintenance	200000.00	200000.00

Telephone Charges	73520.00	73520.00
Electricity Charges	200000.00	200000.00
Examination	334980.00	334980.00
Computer Expenses	239530.00	239530.00
Office Expenses	15000.00	15000.00
Gymkhana Expenses	134000.00	134000.00
To Univ - Inter Univ Sports	5220.00	5220.00
To Univ - E- Charge	3480.00	3480.00
To Univ Vice Chancellors Fund	3480.00	3480.00
To Univ NSS Unit	1740.00	1740.00
To Univ E-Suvidha	8700.00	8700.00
To Univ - Disaster Relief	1740.00	1740.00
To Convocation	11250.00	11250.00
To Group Insurance	6960.00	6960.00
To Univ - For Enrollment	13200.00	13200.00
<b>TOTAL</b>	<b>4944300.00</b>	<b>4944300.00</b>

### BA SCJ BUDGET 2023- 2024

	<b>RECEIPTS</b>	<b>EXPENDITURE</b>
	<b>Rs</b>	<b>Rs</b>
Tuition Fee	3870000.00	3870000.00
Library Fee	230200.00	230200.00
Gymkhana Fee	86000.00	86000.00
Other	145500.00	145500.00
Industrial Fee	107500.00	107500.00
Admission Processing	43000.00	43000.00
Utility	107500.00	107500.00
Magazine	21500.00	21500.00
Students' Welfare	10750.00	10750.00
Development	107500.00	107500.00
Vice Chancellors Fund	4300.00	4300.00
Computer Practical	360500.00	360500.00

Laboratory Fee	322500.00	322500.00
Project Fee	575500.00	575500.00
Inter University Sports	6450.00	6450.00
Disaster Relief	2150.00	2150.00
E-Charge	4300.00	4300.00
NSS Unit	2150.00	2150.00
E-Suvidha	10750.00	10750.00
Convocation	19000.00	19000.00
Examination	607200.00	607200.00
Group Insurance	8600.00	8600.00
Enrollment	16720.00	16720.00
Salaries//Honorarium/Remuneration	5450000.00	5450000.00
Management PF Contribution	150000.00	150000.00
Contribution to SHEWI (Municipal Taxes & Rent)	119832.00	119832.00
Audit Fee	17700.00	17700.00
Affiliation Fees	10000.00	10000.00
Computer Laboratory Expenses	83773.00	83773.00
Office Expenses	20000.00	20000.00
Electricity Charges	85700.00	85700.00
Telephone Charges	42645.00	42645.00
Examination	436000.00	436000.00
Printing & Stationery	20000.00	20000.00
Repairs & Maintenance	159500.00	159500.00
To Univ - Inter Univ Sports	6450.00	6450.00
To Univ - Disaster Relief	2150.00	2150.00
To Univ - E- Charge	4300.00	4300.00
To Univ – NSS	2150.00	2150.00
To Univ Vice Chancellors Fund	4300.00	4300.00
To E-Suvidha	10750.00	10750.00
To Univ Convocation	19000.00	19000.00
To Group Insurance	8600.00	8600.00
To Univ - For Enrollment	16720.00	16720.00
<b>TOTAL</b>	<b>6669570.00</b>	<b>6669570.00</b>

## MSC ANALYTICAL CHEMISTRY BUDGET 2023- 2024

	RECEIPTS	EXPENDITURE
	Rs	Rs
Tuition Fee	360000.00	360000.00
Other	12000.00	12000.00
Laboratory Fee	340000.00	340000.00
Project Fee	20000.00	20000.00
Library Fee	40000.00	40000.00
Gymkhana Fee	8000.00	8000.00
Admission Processing Fees	4000.00	4000.00
Vice Chancellors Fund	400.00	400.00
Magazine	2000.00	2000.00
Students' Welfare	1000.00	1000.00
Development Fund	10000.00	10000.00
Utility	7500.00	7500.00
Computer / Internet	10000.00	10000.00
Inter Univertsity Sports	600.00	600.00
E-Suvidha	1000.00	1000.00
E_Charge	400.00	400.00
Disaster Relief	200.00	200.00
NSS Unit	200.00	200.00
Group Insurance	800.00	800.00
University Examination Fees	70000.00	70000.00
Convocation Fees	2500.00	2500.00
Salaries & Remuneration	625000.00	625000.00
Management PF Contribution	49500.00	49500.00
Affiliation Fees	10000.00	10000.00
Audit Fee	4720.00	4720.00
Laboratory Expenses	128000.00	128000.00
Examination	55000.00	55000.00
Telephone Charges	9780.00	9780.00
Printing & Stationaery	2500.00	2500.00
To Vice Chancellors Fund	400.00	400.00

To Univ - Inter Univ Sports	600.00	600.00
To E-Suvidha	1000.00	1000.00
To Univ - E- Charge	400.00	400.00
To Univ - Disaster Relief	200.00	200.00
To NSS	200.00	200.00
To Convocation	2500.00	2500.00
To Group Insurance	800.00	800.00
	<b>890600.00</b>	<b>890600.00</b>

### SOPHIA COLLEGE HOSTEL BUDGET 2023 - 2024

	RECEIPTS	EXPENDITURE
	Rs	Rs
Fees	13175000.00	13175000.00
Salaries / Bonus/ Overtime	4400000.00	4400000.00
Contribution to P.F.	350000.00	350000.00
Rent	90000.00	90000.00
Audit Fee	5900.00	5900.00
Vehicle Insurance	11942.00	11942.00
Electricity Charges	95000.00	95000.00
Telephone Charges	22158.00	22158.00
Hostel Services	3500000.00	3500000.00
Contribution to CIF	3500000.00	3500000.00
Contribution to HIF	1000000.00	1000000.00
Contribution to Security Services	180000.00	180000.00
Printing & Stationary	5000.00	5000.00
Repairs & Maintenance	15000.00	15000.00
<b>TOTAL</b>	<b>13175000.00</b>	<b>13175000.00</b>

**X. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes:**

There are no subsidies received by the College. Government Scholarships to Backward Group students are processed through the college and disbursed directly to the students.

**XI. Particulars of recipients of concessions, permits of authorization:**

As per the Central Government norms our students are eligible for travel concessions by local trains and hence Railway Travel Concession forms are issued to students on a monthly/quarterly basis. Concessions for travel to their hometowns by rail are processed by the College.

**XII. Details in respect of the information available to or held or reduced in an electronic form.**

Sophia College for Women College-Autonomous has an official website on internet. For further information log on to [www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)

Information about the College, various courses, admissions, fee structure, hostel accommodation etc. is available on the College website.

**XIII. The particulars of facilities available to citizens for obtaining information, including the working hours of a Library or reading room if maintained for public use:**

1. Visiting time for the Principal : 10.30 a.m. to 12.30 p.m.  
1.30 p.m. to 2.30 p.m.
2. Website : [www.sophiacollegemumbai.com](http://www.sophiacollegemumbai.com)
3. Telephone Nos. : 022-23512642; 022-23523304
4. Admin Office Time : Monday- Friday 10:30 a.m. to 12:30 p.m.  
2:00 p.m. to 3:00 p.m.  
Saturday 10:30 a.m. to 12 p.m.
5. Library Time : Monday- Friday 8.30 a.m. to 5.30 p.m.  
Saturday 8.30 a.m. to 4.00 p.m.

Generally the Library facility is available only to students of the College but a person coming from outside the College can access the Library facility with the prior written permission of the Principal.





**SOPHIA COLLEGE FOR WOMEN**  
CONVENT OF THE SACRED HEART  
BHULABHAI DESAI ROAD, MUMBAI-400 026.  
Tel. : 23523304, 23512642

**XIV. The names, designation and other particulars of the Public Information Officers.**

<b>Sr. No.</b>	<b>Public Information Officers</b>	<b>Names &amp; Designation</b>	<b>College Name &amp; Address</b>
1.	Public Information Officer	Ms. Boskey Martis, Registrar	<b>Sophia College for Women</b> Address: Bhulabhai Desai Road, Mumbai – 400026.
2.	Assistant Public Information Officer	Dr. T.C. Roymon, IQAC Coordinator	
3.	1 <sup>st</sup> Appellate Authority	Dr. Anagha Tendulkar Patil, Principal	

**XV. Such other information as may be prescribed.**

Information prescribed by Government would be furnished from time to time.



*A.P. Patil*

**Dr. Anagha Tendulkar Patil**  
Principal, Sophia College for Women